

UTAH ARMY NATIONAL GUARD
Headquarters, 300th Military Intelligence Brigade (Linguist)
P.O. Box 1776
Draper, UT 84020-1776

UT-300TH (15-1A)

8 August 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Agenda for Brigade Command Language Council, August 2001

1. The Brigade Command Language Council will convene at 1800 hours on 16 August 2001 in Draper. Battalions should be represented by their Language Officer and a full-time AGR staff member, preferably the person most responsible for language and budget issues.

2. Agenda items to be discussed include:

a. Hot or Suspense Items.

(1) Newsletter/Honor Roll. SFC Glover will remind the council of the deadline for the next issue of the brigade's linguist newsletter and 3/3 DLPT Honor Roll.

(2) Mobile Training Teams. SFC Glover will report on the CLPM Course and the Instructor Certification Course MTTs from DLI.

(3) FY02 MTT Forecast. Battalions are to provide a forecast for language MTTs they would like to have come from DLI during FY02. We are past the suspense date.

(4) CLP of the Year. MAJ Stevens will review the suspense for annual CLP of the Year competition.

b. Regular Review Items.

(1) TALP. We will discuss TALP account balances and recommend final purchases for FY01. Battalion and brigade CLPMs need to come with accurate numbers and good ideas.

(2) Technology. MAJ Stevens will report on updates to the CLP site, the language server, and linguist database.

(3) Inventories. Battalions should report the status of their inventories of language materials.

c. Other Review Items from Past Meetings.

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(1) CLPM Suspense Dates. MAJ Stevens will provide an updated list of all CLPM-related suspense dates for the year.

(2) Contract Language Program Overhaul. (See New Items)

d. New Items.

(1) Contract Language Program Overhaul. Council members must come to the meeting prepared to discuss how to improve our contract language program. This should include proposals and sample documents on such areas as documenting classroom attendance, ensuring course attendance is recorded on Individual Linguist Records (ILRs), developing a grading system for students, possibly seeking college credits for course completions, evaluating instructor performance and contract compliance, and Class Leader responsibilities and training.

(2) Linguist Ribbon. MAJ Stevens will present ideas on a National Guard Linguist Achievement Ribbon for discussion.

3. Council members who are unable to attend should make prior preparation for a conference call or other arrangements with me to discuss input before and results after the scheduled meeting.

4. Any questions may be directed to the Brigade Language Support Officer at (801) 620-1907 (DSN 766-3907) or Brigade Command Language Program Manager at (801) 523-4258.

STEVE G STEVENS
MAJ, MI, UTARNG
Language Support Officer

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